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Scott Walker  
*Governor*

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# **HS State and Local Collaboration: SIMCOM 2017, Dark Sky, GridEx Exercises 2015 II**

## **Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 28, 2017**



## **STATE OF WISCONSIN**

### **DEPARTMENT OF MILITARY AFFAIRS**

**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 <a href="mailto:michael.jordan@wisconsin.gov">michael.jordan@wisconsin.gov</a>
Budget/Fiscal:	Becky Thompson (608) 242-3236 <a href="mailto:Rebecca2.Thompson@wisconsin.gov">Rebecca2.Thompson@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@egrants.us">WEMEgrants@egrants.us</a>

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Grant Title:** HS State and Local Collaboration: SIMCOM, Dark Sky, GridEx Exercises 2015 II

**Description:** Funding from this grant will be used to support elements associated with the SIMCOM 2017 statewide communications exercise, MSEL development activities for the Dark Sky exercise as well as support for the GridEX utilities exercise.

**Opportunity Category:** Limited Eligibility

### Important Dates:

Application Due Date:	April 10, 2017 (SIMCOM 2017) April 28, 2017 (Dark Sky & GridEx)
Project Start Date:	April 14, 2017 (SIMCOM 2017) May 15, 2017 (Dark Sky & GridEx)
Project End Date:	June 30, 2017 (SIMCOM 2017) December 31, 2017 (Dark Sky & GridEx)

**Anticipated Funding Amount:** The total amount of funding available for grants as approved by the Funding Advisory Work Group is \$21,500 to be allocated as follows:

Sauk County Emergency Management (SIMCOM 2017)	\$11,500
Columbia County Emergency Management (GridEx)	\$3,000
Calumet County Emergency Management (Dark Sky)	\$7,000

**Match/Cost Sharing Requirement:** None

**Eligibility:** Only Sauk County Emergency Management, Columbia County Emergency Management and Calumet County Emergency Management as identified above are eligible to apply for these grants.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for Travel/Training, supplies/operating expenses and consultants/contractual expenses.

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR §§ 200.318-326.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

# **HS State and Local Collaboration: SIMCOM 2017, Dark Sky, GridEX Exercises 2015 II**

## **Program Description**

Funding from this grant will be used to support elements associated with the SIMCOM 2017 statewide communications exercise, MSEL development activities for the Dark Sky exercise as well as support for the GridEX utilities exercise.

### SIMCOM 2017

The SIMCOM exercise will provide continued opportunities to educate, coordinate and test the State's Mobile Emergency Communications Platform capabilities for federal, state, tribal and local jurisdictions. This exercise will focus on strenuous testing of voice and data communications during field operations.

### Dark Sky (MSEL Development)

The Master Scenario Events List (MSEL) will be developed for the counties that participate in the Dark Sky exercise.

### GridEX

NERC's (North American Electric Reliability Corporation) grid security exercise (GridEx) is designed for utilities (electricity and other critical sectors) to exercise their response to simulated coordinated cyber and physical security threats and incidents, strengthen utilities' crisis communications relationships, and provide input for lessons learned.

The Department of Military Affairs, Division of Emergency Management, Joint Forces Headquarters, and the Wisconsin National Guard in partnership with DOA-DET, utilities, and other stakeholders including local responders will participate in the exercise. State level participation will include a Level 2 elevation of the SEOC and the deployment of the WING NGRF to a power generation facility.

## **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at [Michael.Jordan@wi.gov](mailto:Michael.Jordan@wi.gov).

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

### 2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

### 3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

### 4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Project Narrative**

Describe your program or project in detail, including what objectives will be accomplished.

## **6. Implementation Plan**

- List the expected or planned participants that will participate in the exercise/workshop including local and state agencies, multiple disciplines and non-governmental organizations.
- Outline the timeline for the exercise/workshop including planning and design meetings and the development of the AAR.
- Explain how the needs and requirements of persons with disabilities will be taken into account.

## **7. Other Funding**

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to the grant funds that will be used to conduct this exercise.

## 8. Required Attachments

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

- ☐ Quotes for service if available at this time.

## Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

## Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. HSEEP for Exercises: All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
2. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to DMA. Activities other than those expressly detailed in this grant are not allowable without prior approval from DMA.
3. This grant is subject to Environment Planning and Historic Preservation (EHP) review. No funds may be spent until the project is approved at the federal level. This may take up to 12 months.
4. The grantee is responsible for the preparation of documentations required to fulfill compliance responsibilities under the Federal EHP laws; these documentations may include, but are not limited to site studies, biological assessments, archaeological surveys, environmental assessments, and environmental impact statements. Costs associated with the preparation of these documents are allowable grant expenditures. All costs must be approved by DMA.
5. The exercise after action (AAR) report is due 60 days of completion of the exercise and must include an improvement action plan matrix. An exercise consultant officer



evaluation form must also be submitted. Upload each of the documents in Egrants in the progress report.

6. Copy of contract(s) must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.

### **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf> It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)